

## Five Guidelines for Simplifying Language

Guideline	Original Text	Simplified Version												
1. Use short sentences and eliminate extraneous material	If following another vehicle on a dusty road, or driving in windy or dusty conditions, it is recommended that the air intake control button be temporarily pressed in, which will close off the outside air and prevent dust from entering the vehicle interior.	Press in the air intake control button in dusty conditions.												
2. Change pronouns to nouns	Locate the item and match <u>its</u> number to the order number.	Locate the item. Match the item number to the order number.												
3. Turn narratives into lists	When you prepare a patient for a procedure, you meet with him/her to brief him/her on how to prepare for the procedure (what precautions to take, what he/she will experience during and/or after the procedure, etc.)	To prepare a patient for a procedure: a. <u>Meet</u> the patient b. Tell the patient <u>how to prepare</u> for the procedure c. Explain the necessary <u>precautions</u> d. Explain what the patient might feel <u>during</u> the procedure e. Explain what the patient might feel <u>after</u> the procedure												
4. Underline key points or vocabulary	Housekeeper's Checklist: 1. Put clean towels in the bathroom 2. Vacuum carpet 3. Turn thermostat to 75 degrees	Housekeeper's Checklist: 1. Put <u>clean towels</u> in the bathroom 2. <u>Vacuum</u> carpet 3. Turn <u>thermostat</u> to 75 degrees												
5. Use charts and diagrams	<p>The ABC Medical Plan covers general medical care. The company pays part of the insurance cost. The employee pays \$22/ month for himself, or \$101-\$139/ month for himself and his family.</p> <p>The HMO Plan covers general medical care and the company pays part of the cost. The employee pays \$22/ month for himself and \$85-\$115/ month for himself and his family.</p>	<table border="1"> <thead> <tr> <th></th><th>ABC</th><th>HMO</th></tr> </thead> <tbody> <tr> <td>Covers</td><td>General medical care</td><td>General medical care</td></tr> <tr> <td>Cost for worker</td><td>\$22/month</td><td>\$22/month</td></tr> <tr> <td>Cost for family</td><td>\$101-139/ month</td><td>\$85-\$115/ month</td></tr> </tbody> </table>		ABC	HMO	Covers	General medical care	General medical care	Cost for worker	\$22/month	\$22/month	Cost for family	\$101-139/ month	\$85-\$115/ month
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